

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 89-0077-A
Effective Date: 07/28/1999

Supersedes Schedule #: 89-0077
Effective Date: 08/28/89

(Agency use)

(Archives use)

Date Sent: July 20, 1999

Date
Received: July 28, 1999

Agency
Control No.: N/A

Agency Code: 0484

Control No.: 990728-02

Applicant: Department of Transportation
Address: #2 Capitol Square, S. W.
Atlanta, Georgia 30334-1002

Phone: 404-656-6861
FAX: 404-657-0909
Email: martha.lamb@dot.state.ga.us

Creating
Office: Legal Affairs
Address: #2 Capitol Square, S. W.
Atlanta, Georgia 30334-1002

Phone: 404-656-5275

Administrator: Sandra Burgess

Phone: 404-657-5808

Application

Type: Amend: 89-0077, effective August 28, 1989

Class: Individual

Series Title: Overweight Assessment Administrative Hearing Files

Dates of

Series: 1991 and [Ongoing]

Access: Open

Function

Documented: Appeal of overweight citations and the administrative hearing decision issued by hearing officers

Consists of: Hearing file transcripts, correspondence, and final decisions

Media: Paper

Arrangement: Numerical by overweight citation number

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Sheet: 2 of 2
Schedule #: 89-0077-A
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Retention Requirement:

State Law or Regulation: O. C. G. A. § 15-6-73 (b)

Cutoff Event: Calendar year

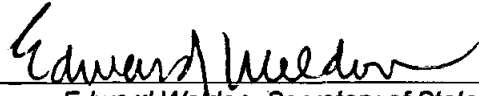
Total

Retention: Final Decision – Continuing retention

Temporary Administrative File – Six (6) years.

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:



Edward Weldon, Secretary of State Designee

11/8/99
Date

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet #: 1 of 1
Authorizing Schedule #: 89-0077-A
Effective Date: 07/28/1999

(Agency use)
Date: July 20, 1999

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Agency
Control No.: N/A

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Series Title: Overweight Assessment Administrative Hearing Files, 1991 and [Ongoing]

Current
Accumulation: Twelve (12) cubic feet

Annual
Accumulation: Four (4) cubic feet

Reference
Activity: Average of one reference per box per year

Series
Inventory: Computer produced by citation number

Storage
Containers: Standard records center carton

Special Storage
Conditions: None

Proposed Disposition Instructions:

Cut off records
series: End of calendar year

Upon completion of the appeal process for administrative decision or upon payment of assessment, remove final decision from the remainder of the file.

Final Decision: maintain in office until no longer needed for litigation reference, then Transfer to the State Archives for continuing retention

Remainder of file: transfer to State Records Center
Hold for six (6) years, then
Destroy

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: (FOR SANDRA BURGESS)
TIMOTHY M. KLOB, ASST. ADMINISTRATOR 01 Nov 99
Creating Office Administrator (type name and title here) Date

Submitted by: Martina B. Lamb 01 Nov 99
Records Management Officer (type name and title here) Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity, or required storage conditions may require a renegotiated storage and reference agreement.

Accepted by: Edward Weldon
Edward Weldon, Secretary of State Designee

11/8/99
Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890802-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation No. 2 Capitol Square Atlanta, GA 30334-1002 General Support Services Legal Affairs	Application Number 89-077	Date Received AUG 02 1989
Application Number			Date Completed AUG 28 1989
2. Person to Contact David S. Burgess		Working Title Contracts Supervisor/State Hearing Officer	Telephone Number 656-5274
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972		5. Records Series Title (followed by title used in office, if different) to date Overweight Assessment Administrative Hearing File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? 1. Division of Administration provides staff support to the Department in the areas of General Accounting; Audits & Fiscal Procedures; Personnel & Training; Contracts Procurement & Administration; Equipment Control; Purchasing; Cost Accounting; General Files; Records Management; Department Budget; Safety Risk Operations & Telecommunications; Inventory & Warehouse Control; Legal Affairs & Tollways. 2. General Support Services is responsible for contract procurement & Administration; Equipment Control; Purchasing; Cost Accounting; General Files; Record Management; Department Budget; Safety and Risk Operation; Telecommunications; Heating & Air Conditioning; Warehouse; Legal Affairs & Tollways. Legal Affairs responsible for Administrative Hearings throughout the State.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Requests for appeals of overweight citations & administrative hearing decisions issued by hearing officers. Transcripts, decisions, correspondence	
File is arranged: Numerically by overweight citation number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 4; Seven to twelve months old 2; Thirteen to twenty-four months old 1; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers 4; Legal-size drawers _____; Shelves _____; Other (specify) _____ Current accumulation for transfer: 41 cft.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------------|-----------------------------------|-----------------|
| a. State Law | <u>N.A. 20</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. Section 15-6-73(b) (copy attached)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 4 ~~11~~ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Upon completion of appeal process for administrative decision or upon payment of assessment, if required, hold 1 year after calendar year; then transfer to State Record Center hold 11 years then destroy

These instructions apply to all prior and future accumulations of the series.

890802-01

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date									
<u>David S. Buzen</u>	<u>8-2-89</u>	<u>Michael B. Burk</u>	<u>8/2/89</u>									
<u>890802-01</u> Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) <u>89-077</u>		State Records Committee (Signature) Date <table border="1"> <tbody> <tr> <td>State Auditor/Designee</td> <td><u>[Signature]</u></td> <td><u>8-28-89</u></td> </tr> <tr> <td>Secretary of State/Designee</td> <td><u>Edward Meldon</u></td> <td><u>8/24/89</u></td> </tr> <tr> <td>Governor</td> <td><u>W. H. Rogers</u></td> <td><u>8/28/89</u></td> </tr> </tbody> </table>		State Auditor/Designee	<u>[Signature]</u>	<u>8-28-89</u>	Secretary of State/Designee	<u>Edward Meldon</u>	<u>8/24/89</u>	Governor	<u>W. H. Rogers</u>	<u>8/28/89</u>
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